



62062  
Critical Intelligence Problems Committee

6 January 1984

**Office of the Chairman**

NOTE FOR: CIPC Staff

FROM:

ES/CIPC

SUBJECT: D/ICS' Travel to Southern Europe

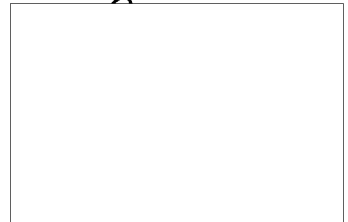
1. The D/ICS will be traveling to Southern Europe during the period 14-27 January--see attached itinerary.

2. We have been tasked to provide background papers preparatory for this trip. It is therefore requested that you provide me by COB 9 January any background papers you deem appropriate for this trip. However, at minimum, backgrounders should be prepared on the following subjects we are presently addressing:

- Terrorism
- DABMs
- Soviet Cruise Missiles
- Narcotics

The length of these backgrounders should not exceed one page.

Thanks,



4 January 1984

MEMO FOR:

[REDACTED]

Vice Chairman, Critical Intelligence  
Problems Committee

FROM:

[REDACTED]

EA-D/ICS

SUBJ:

VADM Burkhalter's Travel to Southern  
Europe

Would appreciate whatever background  
information you think would be useful for VADM  
Burkhalter incident to his forthcoming trip to  
Europe. I attach a copy of the draft cable  
setting up the trip for your use. Will need  
the materials by 11 January.

[REDACTED]

**CIPC**

*es (sub.)*  
**Critical Intelligence Problems Committee**

6 January 1983

**Office of the Chairman**

NOTE FOR: CIPC Staff

FROM:

ES/CIPC

SUBJECT: Administrative Support

1. As most of you know, our typing and administrative requirements presently exceed our resources. In an effort to ensure that priority requirements, particularly typing, get appropriate attention, it is requested that you give all of your typing requirements to Jane. And if it is priority please so indicate.

2. This will not alter the respective secretary assignments. Jane and Ethel will work together to ensure that priority typing gets priority treatment while concurrently giving them a sense of their respective work load.

3. Other steps are also under way to help alleviate our present resource shortfalls. Within the next few days the LL Staff will be moved to  present office;  will be moved to the present LL office. Concurrently, administrative support for the LLS is being transferred to another secretary across the hall.

4. Hopefully, these steps will alleviate some of our administrative problems; if you have any other suggestions please let me have them.